

The PRESIDENT is the authorized leader of the chapter. She maintains unity and harmony within the chapter, directs officers, committees and members toward common goals and facilitates communication between ABWA National and the chapter's officers and members by disseminating information appropriately.

The president:

1. Maintains compliance with ABWA National and Chapter Bylaws, rules, policies and procedures, and ABWA Proud Code of Conduct.
2. Collaborates with the executive board in developing an annual plan and budget that best serve the needs of the membership within the context of ABWA's mission.
3. Leads executive board in reviewing chapter best practices via the Best Practices Scorecard (available at www.abwa.org/tools) and evaluating the chapter's performance as it relates to best practices in an effort to improve its performance.
4. Prepares meeting agendas and presides at all meetings of the executive board and chapter.
5. Reviews ABWA materials and information received (i.e. management resource package, rosters, communications, etc.) and distributes to the executive board, committee chairs and membership as appropriate.
6. Finalizes and executes contracts with meeting/event venues.
7. Appoints committee chairs except the nominating committee, which is elected.
8. Assigns executive board members as project leaders of specific committees.
9. Countersigns checks with the chapter treasurer or with the vice president in the treasurer's absence.
10. Welcomes and introduces all new members affiliated with local leagues at the first meetings they attend.
11. Notifies the secretary, treasurer and membership chairs when members are to be removed from the chapter roster for nonpayment of annual national dues.
12. Supports and recognizes executive board and committee members in fulfilling the responsibilities of their positions; recognizes the efforts of chapter members and presents member awards at chapter meetings.
13. Helps ensure the vitality of her chapter by recruiting and retaining new members.